

# 1998 IEEE MTT-S International Microwave Symposium Authors' Guide

## GENERAL INFORMATION

In order that your manuscript be published in the Symposium Digest, the following requirements instructions and schedule must be strictly adhered to. It is important to note that these instructions differ significantly from those issued in previous years, so please read them carefully.

The Editors reserve the right not to publish papers which do not meet the publication standards and thus it is essential that you follow these instructions explicitly.

1. This year, copy supplied by the author must be camera ready. The oversized mats used previously have been eliminated. The paper will be printed exactly in the form which it is submitted. A sample format sheet is enclosed as is a sample page which follows these instructions. **The Digest Publications Committee Will Do No further Editing.**
  2. A brief abstract of the paper must be located immediately following the title.
  3. Each paper is limited to an even number of pages, up to a **maximum of 4**; this includes title, abstract, text, figures, notes, references, etc.
  4. An electronic version of the paper for inclusion on the CD-ROM version of the Digest is also required. Details of the formats in which this may be submitted are detailed below. **If you cannot comply with the requirements you must submit a second camera-ready copy of the complete paper.**
  5. The camera-ready copy and electronic version (disk) must be sent to:

Post: Raymond Meixner c/o LRW Associates P.O. Box 2530 Matthews, NC 28106 USA	Express Shipment: Raymond Meixner c/o LRW Associates 468 Walden Trail Waxhaw, NC 28173 USA
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- and be received on or before **March 1, 1998**. This early submission date is necessary in order to satisfy the Digest preparation and publication schedule.
6. The following are prerequisites for the publication of each paper. Without them, the paper will not appear In the Digest.
    - (a) The IEEE copyright form must be completed transferring the copyright to the IEEE. In the case SJ papers where all authors are U.S. Government employees and the work reported is a result of their employment, the paper is not subject to copyright protection. This must be indicated on the copyright transfer form when applicable.
    - (b) Submission of the author's manuscript with the completed copyright form will be taken as evidence of author's consent to its publication and the existence of all necessary company and government clearances for open dissemination of the authors paper. In the event that a government agency objects to a paper's release on these grounds after submission, please promptly notify: LRW Associates

- (c) No material bearing a government security classification will be published. Security compliance is the responsibility of the author. In the event of last-minute withdrawal of your paper, you will be responsible for all costs incurred.
7. If you wish to be notified of the timely receipt of your material, please self address the enclosed return postcard and include it with your submission.
  8. If you wish to order reprints of your paper, you must include the completed "REPRINT ORDER" form and payment made payable to "LRW Associates". Reprint orders will NOT be taken at the Symposium.
  9. Your session chairman will contact you prior to the Symposium. He will invite you to a "Speaker's Breakfast" to be held on the morning of your presentation. Please make every effort to attend this breakfast for last minute communications.

## **PREPARATION OF MANUSCRIPT**

The Digest will be printed photo-offset from the copy prepared by you. Please use a high quality laser printer. The copy will be printed on pages approximately 8 1/2 x 11 inches, making it imperative that the margin and style designated on the layout sheet be followed exactly. This will enable us to maintain uniformity in the Symposium Digest. Please keep in mind that the manuscript that you prepare will be photographed and printed as it is received and therefore neatness of copy and cleanliness are of paramount importance.

The '98 MTT-S Symposium Committee will provide attendees with a CD-ROM version of the Symposium Proceedings. The CD-ROM will use Adobe's PDF format, and be delivered with viewers for Windows, Macintosh, SunOS and Solaris, HP and SGI platforms. You are strongly encouraged to make every effort to submit an electronic version of your accepted paper on diskette to LRW Associates. Although camera ready paper submissions will be included as scanned Images on the CD-ROM, it is noted that electronic submissions result in superior performance of the final product in terms of search and retrieval as well as on-screen rendering and presentation. Your cooperation and participation in following the submission guidelines is important. The electronic page should be 8.5" x 11.0" and formatted identically to the camera-ready copy.

The text should be single space, two columns per page. The title of the paper should appear in CAPITAL LETTERS centered across the two columns near the top of the first page of the paper. Show the author's name and name of company centered below the title in Capital and Lower Case Letters. It is recommended that the text be in 12 point Times Roman or a similar typeface.

For line drawings, mechanical illustrations, charts or photographs, do not supply Xerox copies, photostats, ozalids, blueprints, hectos, etc. All halftone illustrations (photographs) on the camera-ready copy must be clear black and white glossy prints. Color may, however, be used freely in the electronic version of your paper. Put illustrations within the copy with all figure captions in their proper position.